

OFFICE OF HUMAN CAPITAL MANAGEMENT INNOVATIONS AND SOLUTIONS**Enterprise Training Services, HC-21*****National Security Studies Program***

Administered by the National Defense University

Objective:	This training announcement is to solicit DOE Federal employees who are interested in obtaining a Masters Degree from the National Defense University. The program is designed to prepare future leaders of civilian agencies for high-level policy, command, and staff responsibilities. All students successfully completing the program are awarded a master's degree.
Eligibility:	Federal employees at the GS/GM-14 or GS/GM-15 levels or equivalent grade levels with a baccalaureate degree and who have career/career-conditional status and are serving in permanent, full-time competitive appointments. Applicants must be able to obtain and maintain a security clearance. Successful applicants must sign a Continuing Service Agreement to participate in this program.
Program Overview:	For the upcoming academic year, the Department of Energy (DOE) is anticipating that it will be allocated one slot in the National War College and two slots in the Industrial College of the Armed Forces (ICAF), both located in Washington, D.C. DOE will not be given final allocations until sometime in January, and the nominations will be due in February. Because of the short time frame for submission, employees interested in applying should begin the application process now. This program does not involve a promotion or a change in position.
Components:	The National War College focuses on national security, international security, strategic planning, and defense policy and strategy. It conducts a senior-level course of study in national security policy and strategy. ICAF conducts executive-level course of study dealing with the resource component of national power, with special emphasis on materiel acquisition and joint logistics, and their integration into national security strategy for peace and war.
Cost:	There are no direct training costs to organizations. If selected, the participant's organization will be responsible for travel and per diem cost if the selectee is outside the DC area.
Program Cycle:	A ten-month program that begins August 2008 and concludes in June 2009.
Nomination Procedure:	Each nomination package must be approved by the head of the participant's departmental element with a nominating memorandum and <u>coordinated through his or her training liaison/officer/coordinator</u> . NNSA applicants must submit their packages to the Learning and Career Development Department (LCDD) in NNSA for coordination. The package must include 1) official transcript from institution where the highest degree was awarded; 2) one-page resume; 3) a list of all government-sponsored training courses taken during the past 3 years; 4) a statement from applicant's supervisor describing the relationship of the program to existing or future duties; 5) a statement by applicant, not more than two pages, with the reason for participation, goals to be achieved, the relationship to career aspirations, and suitability for the program; 6) a statement verifying the applicant is world-wide travel qualified; 7) two letters of recommendation (statement from supervisor in 4 [above] may be one); and 8) nomination letter from the servicing training office. <u>Applicants must complete all components of the application package and include 1 original and 2 copies of each document</u> .
Points of Contact:	Karen Lerma, Corporate Training Officer, Office of Innovations and Solutions, Enterprise Training Services at (202) 631-9940 or karen.lerma@hq.doe.gov ; Sandra Merrill, Career Development Specialist, (505) 245-2112 or sandra.merrill@hq.doe.gov .
Nomination Due Date:	Applications are due by February 1, 2008 to Sandra Merrill at sandra.merrill@hq.doe.gov ; fax: (505) 245-2113; or mail to 2309 Renard Place SE, Suite 400, Albuquerque, NM 87106. NNSA applications will be due to LCDD no later than February 1, 2008. The original applications must be mailed if an electronic copy is submitted. Incomplete applications will not be accepted. Applications will be reviewed by a committee of DOE and NNSA officials.
Additional Information:	More detailed information on the program is available on the National Defense University Website: http://www.ndu.edu/ .